

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA**

**INSTRUCTIONS FOR ADMISSION PRO HAC VICE**

LOCAL RULE 2090-2, stated below, sets forth the requirements for admission pro hac vice:

**2090-2. Permission to practice in a particular case.**

A non-resident attorney who is not an active member in good standing of the State Bar of Georgia, but who is a member in good standing of the bar of any United States Court or the highest court of any State may apply in writing for permission to appear pro hac vice.

(a) Applications for admission pro hac vice may be obtained from the Bankruptcy Clerk. The applicant shall state under penalty of perjury the applicant's (1) residence address, (2) office address and telephone number, (3) the courts to which admitted to practice and the date of admission, and (4) a statement that the applicant is in good standing and eligible to practice in all courts to which admitted. An attorney applying to appear pro hac vice must also designate a local member of the bar of this Court with whom the opposing counsel and the Court may readily communicate regarding the conduct of the case and upon whom papers shall be served. The address, telephone number, and written consent of the designated local counsel must be filed with the attorney's pro hac vice application. Applications for admission pro hac vice shall be accompanied by the appropriate filing fee and a proposed order to be signed by the Bankruptcy Judge and shall be presented to the Bankruptcy Clerk. The nonresident attorney may be permitted to appear pro hac vice in the discretion of the Bankruptcy Court.

(b) If the non-resident attorney fails to respond to any order of the Court for appearance or otherwise, the designated local attorney shall have the responsibility and full authority to act for and on behalf of the client in all proceedings in connection with the case, including hearings, pretrial conferences, and trial.

**ADMISSION FEE:** The fee for admission pro hac vice is \$150.00 which must be paid in cash or by cashier's check or money order, payable to the CLERK, U.S. DISTRICT COURT, ROOM 2211, 75 SPRING STREET, SW, ATLANTA, GA 30303.

**INSTRUCTIONS FOR COMPLETING THE APPLICATION:** The application for Admission Pro Hac Vice must be typed and it is necessary that all blank spaces in the application must be completed.

The attorney designed as local counsel must be an active member in good standing with the State Bar of Georgia and a member in good standing with the Bar of this Court. The attorney must also provide his/her State Bar of Georgia membership number as indicated on the application.

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF GEORGIA**

IN RE: \_\_\_\_\_ USBC CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
Debtor(s)

ADVERSARY NO.: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**APPLICATION FOR ADMISSION PRO HAC VICE**

Petitioner, \_\_\_\_\_, hereby requests permission to appear pro hac vice on behalf of \_\_\_\_\_ in the above referenced case and states that (he or she) is a member in good standing of the Bar of a United States Court or the highest Court of any State, and is not eligible for admission under Rule 11-1(a), and neither resides nor maintains an office for the practice of law within the State of Georgia. Petitioner enters on the back hereof (his or her) residence address, office address and telephone number, the courts to which admitted to practice and the dates of admission as required by Local Rule 2090-2. Petitioner further states to this Court that \_\_\_\_\_ has been designated as local counsel in this case.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Attorney at Law

**CONSENT OF DESIGNATED LOCAL COUNSEL**

I, the undersigned, an active member in good standing with the State Bar of Georgia and the Bar of the United States District Court for the Northern District of Georgia, having an office located at \_\_\_\_\_, telephone number ( ) \_\_\_\_\_, do hereby consent, as designated local counsel, to readily communicate with opposing counsel and the Court regarding the conduct of this case and to accept papers when served. I further acknowledge that if the above named petitioner fails to respond to any order of the Court for appearance or otherwise, pursuant to Local Rule 2090-2, I shall have the responsibility and full authority to act for and on behalf of the client in all proceedings in connection with this case, including hearings, pretrial conferences and trials.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Designated Local Counsel

\_\_\_\_\_  
Georgia Bar Number

NAME OF PETITIONER \_\_\_\_\_

Residence Address \_\_\_\_\_

\_\_\_\_\_

Business Address \_\_\_\_\_

Firm or Business Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

COURTS TO WHICH ADMITTED:	LOCATION	DATE OF ADMISSION
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_____	_____	_____
_____	_____	_____
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***IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF GEORGIA***

IN RE: \_\_\_\_\_ USBC CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
Debtor(s) ADVERSARY NO.: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

**ORDER OF ADMISSION PRO HAC VICE**

It appearing to the Court that \_\_\_\_\_, Attorney at Law states under penalty of perjury meets the requirements for admission pro hac vice as set forth in Local Rule 2090-2 and is in good standing and eligible to practice in all Courts to which admitted, it is therefor,

ORDERED by the Court that the petition of \_\_\_\_\_ to appear pro hac vice on behalf of \_\_\_\_\_ in the United States Bankruptcy Court, Northern District of Georgia in the above referenced case be granted.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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UNITED STATES BANKRUPTCY JUDGE